

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE <u>1</u> OF <u>5</u> PAGES
2. AMENDMENT/MODIFICATION NO.  #1	3. EFFECTIVE DATE August 31 <sup>st</sup> 2000	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY:  U.S. DEPARTMENT OF LABOR , ETA OFFICE OF JOB CORPS 201 VARICK STREET, ROOM 897 NEW YORK, NEW YORK 10014-		CODE:	7. ADMINISTERED BY (If other than Item 6):  See Item #6	CODE:
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  TO POTENTIAL OFFERORS			(T)	9A. AMENDMENT OF SOLICITATION NO.
			X	RFP 2-01-JC-17-36 (Oneonta Job Corps Center)
				9B. DATED (SEE ITEM 11)  August 18, 2000
				10A. MODIFICATION OF CONTRACT/ORDER NO.
CODE:			FACILITY CODE:	10B. DATED (SEE ITEM 13)

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

XXX The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers \_\_\_\_ is extended X is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning -3- copies of the amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted;

or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required):**

N/A

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER # AS DESCRIBED IN ITEM 14.**

(T)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO, IN ITEM 10a
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority):

**E. IMPORTANT:** Contractor X is not, \_\_\_\_ is required to sign this document and return \_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible):**

- A. **PURPOSE:** 1. To amend the above mentioned RFP.
- B. **MODIFICATION:** 1. All other amendments are noted on page 2.
2. Pre-Proposal conference information is noted on page 3.
3. Questions & Answers are addressed on pages 4 and 5.
4. 0 Exhibits are attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or Print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Joseph A. Semansky, Regional Director, Region I New York	
15B. CONTRACTOR/OFFEROR	15C. Date Signed	16B. UNITED STATES OF AMERICA	16C. Date Signed
BY		BY	
_____		_____	
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-807030-105 STANDARD FORM 30 (REV. 10-83)  
PREVIOUS EDITION UNUSABLE PRESCRIBED by GSA

### RFP AMENDMENTS

1. Page A-1 - Block 9, is hereby changed in its entirety to: Sealed offers in original and Three (3) copies for furnishing supplies or services in the Schedule will be received at the place specified in item 8 until 12 NOON local time **October 10, 2000**. Caution – LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.
2. Page C-10 - Item “5”, Behavior Management: sentence should read; “The contractor will maintain an environment that is free from drugs, gang related activities, and violence.”
3. Page F-1 - Item B, “Input Schedule”, is not applicable to this procurement;
4. Page G-2, Section A, Items g - j, Construction Rehabilitation, GSA Vehicle Rental, Equipment and VST; will be provided upon award of the contract;
5. Page G-2, Section A, Item o; “Placement” should be replaced with CDSS;
6. Page G-3, Section B; “Placement” should be replaced with CDSS;”;
7. Page G-7, Section A, Item o; “Placement Support” should be replaced with CDSS;
8. Page G-7, Section A, Item q; “Total Placement” should be replaced with CDSS;
9. Page J-25, Attachment J-9 - “Vocational Skills Training (VST)” should contain the following vocations and slots. Tile Setting 20 slots, Welder, 24 slots, Electrician, 48 slots and Cement Mason 20 slots. There are a total of 112 slots with Tile Setting and Cement Mason training being provided by National Training Contractors.
10. Page J-32, “Computerized Property Management Listing” - Should read “Electronic Property Management Listing”;
11. Page L-14, Section F, Item 2, “Administration of Residential Parent/Child Programs”, is applicable to this procurement;
12. Page M-1, Item 1B(3), “Subcontracting Plan” was given a value of five points. These points should be redistributed as follows: career Development Services System; increased by 2 points, now worth a total of 9 points and Student Training Increased by 1 point, now worth 13 points and Social Development Support; increased by 2 points now worth 17 points.
13. Page M-1, Item 1B(1), “Technical Proposal” - “Student Training 12” to “Student Training 13”;
14. Page M-1, Item 1B(1), “Technical Proposal” - “Social Development Support 15” to “Social Development Support 17”;
15. Page M-1, Item 1B(1), “Technical Proposal” - “Career Development Services System 7” to “Career Development Services System 9”;
16. Page M-3, Item C, 1(B) - Amend “Student Training (12 Points - See page M-1)” to “Student Training (13 Points - See page M-1)”;
17. Page M-3, Item C, 1(B) - Amend “Social Development Support (15 points)” to “Social Development Support (17 Points)”;
18. Page M-4, Item C, 1(B) - Amend “Career Development Services System (7 points)” to “Career Development Services System (9 Points)”;
19. Page M-6, Item C, 1(B) - Amend “Subcontracting Plan (5 points)” to “Subcontracting Plan (0 points)”.
20. Page L-6 Section 1 Technical Proposal reference to 6 separately bound parts is hereby changed to 7 separately bound Parts.

All questions on this Procurement must be received by **September 22, 2000**. After that date No questions will be accepted.

## ONEONTA JCC PRE-PROPOSAL MINUTES

(November 25<sup>th</sup>, 2000, 10:00 a.m.)

The Pre-Proposal Conference was held at the Oneonta Job Corps Center. The conference was held to convey additional information and clarify any concerns of the offerors. The area listed below are concerns, clarification, and dissemination of information addressed at the meeting.

The following Regional Office Staff were present:

- 1) Mr. Joseph A. Semansky - Regional Director/Contract Officer
- 2) Mr. Gary Schwartz - Regional Contracting Specialist
- 3) Mr. Francis Cole - Federal Program Manager for Oneonta Job Corps Center

The following Small Business Administration Staff were present:

- 1) Mr. Charles Greer, Jr. - Small Business Advisor, S.B.A., National Office
- 2) Ms. Joyce Spears - Procurement Analyst, S.B.A., Regional Office

The following materials were distributed at the conference:

1. Oneonta JCC site plan;
2. Oneonta JCC Space Utilization By Function Report and Net Square Footage by Building;
3. Oneonta Center Property EPMS Master List;
4. Oneonta JCC Energy Management Report and Quarterly Energy Consumption Report;
5. Oneonta JCC Center Statistics;
6. New York State Workforce Development Plan.

### DISSEMINATION OF INFORMATION:

1. This procurement has been designated as a 100% set aside for small business concerns.
2. Proposals are to be submitted to the address in block 7 of the RFP no later than October 10, 2000, at 12:00 P.M. (Local Time). Please note that the address noted is a secure Federal building. The proposals must be delivered within room 897 of the Job Corps Regional Office. Do not leave the proposals with guards at the front entrance of the building.
3. All questions regarding the RFP or this conference, asked after the conference, should be directed to Joseph Semansky the Contracting Officer, Quintin Garcia, Deputy Regional Director or Gary Schwartz, Regional Contract Specialist. All other Regional Office Staff have been instructed to direct all inquiries to these three people only. Offerors were instructed to not call any other persons in the Regional Office including Francis Cole the Program Manager..
4. All e-mail inquiries should be sent to Gary Schwartz, gschwartz@doleta.gov.
5. Questions received and answers provided during this conference will be disseminated to all, through the Amendment to the RFP.
6. An emphasis on innovation will be sought after in reviewing the submitted proposals.
7. Emphasis for reviewing proposals will be based on the points listed in the RFP, Section M-1.
8. More general information regarding the Job Corps Program may be obtained at >>[<<http://www.jobcorps.org>>](http://www.jobcorps.org).

Per RFP page L-4, "Copies of the Policy and Requirements Handbook can be ordered from the North Texas Job Corps Distribution Center, P. O. Box 8003, McKinney, Texas 76069-8003, by submitting a request on Company letterhead. Copies of the Job Corps regulations and 48 CFR Chapters 1 and 29 are available through the Government Printing Office". To contact the Government Printing Office, go to, >>[<<http://www.gpo.gov>>](http://www.gpo.gov). Copies of the Federal Acquisition Regulations (FAR) can be obtained at >>[<<http://www.ARNET.gov/far>>](http://www.ARNET.gov/far)

All offerors planning to submit a proposal, please ensure to include annotation of proposed costs on forms **2110** within their Business Management proposal. A 2110 (on a 3.5" floppy disk utilizing QuatroPro or Microsoft Excel software) **MUST** be submitted as well. Offerors are also required to submit Cost Proposals, Staffing Table and Salary Table, using 2110 format, on 3-1/2" floppy disk using QuatroPro or Microsoft Excel.

## QUESTIONS/ANSWERS:

01 - Q - Is there a percentage of required performance by the small business?

01 - A - Because this is a Small Business Set Aside, a large business cannot become part of the prime contract in any other manner than as a sub-contractor. A "joint venture" is the teaming of two or more small business concerns to operate the addressed Center. As stated, a large business may be brought into the picture as a subcontract but the Small Business (prime contractor) must be the controlling entity within the affiliation.

CFR Sec. 121.103 (f)(3) states that "A contractor and subcontractor are treated as joint venturers if the ostensible subcontractor will perform primary and vital requirements of a contract or if the prime contractor is unusually reliant upon the ostensible subcontractor. All requirements of the contract are considered in reviewing such relationship, including contract management, technical responsibilities, and the percentage of subcontracted work".

This is further clarified by CFR Sec. 125.6, where it states, "(a) In order to be awarded a full or partial small business set-aside contract, an 8(a) contract, or an unrestricted procurement where a concern has claimed a 10 percent small disadvantaged business (SDB) price evaluation preference, a small business concern must agree that: (1) In the case of a contract for services (except construction), the concern will perform at least 50 percent of the cost of the contract incurred for personnel with its own employees".

Personnel costs are defined in 125.6 (b)(2) as, "...direct labor costs and any overhead which has only direct labor as its base, plus the concern's General and Administrative rate multiplied by the labor cost".

02 - Q - Where in the proposal do you want to see the center-required Outreach?

02 - A - This should be discussed in your Career Development Services System (CDSS) section.

03 - Q - Are the non-graduates that are referred to in CDSS the same as "former enrollees"?

03 - A - Yes. The numbers are based on a 3% WTR and a 50% graduation rate.

04 - Q - Will offerors be able to receive a copy of the CDSS Plan?

04 - A - Yes. We will issue a copy to all offerors that request it and we will try to post it on the website as an RFI.

05 - Q - In attachment J-9, are the VST Slots supposed to be filled in?

05 - A - Yes. They will be listed in the first amendment to this RFP.

06 - Q - In section L-6 of the RFP it stated there should be 6 sections. Should that read 7 sections.?

06 - A - Yes. There should be 7 sections instead of 6.

07 - Q - Do offerors need to submit a State Coordination Plan?

07 - A - Yes. This will be part of the Administration Section of your proposal.

08 - Q - In Section L-11, it refers to Information Technology. Should we use our own curriculum or is there a specific requirement?

08 - A - Offerors should provide their own curriculum.

09 - Q - In reference to section L-20, The National Office conducted a Salary Survey for certain center staff. Will the results of that survey be made available?

09 - A - We don't know. We will try to get some information by the time the amendment is published however, offerors should do their own research. **Final answer : No. The offerors are to follow the guidelines as set forth on page L-20, Section H, Items 1 and 2 of the RFP.**

10 - Q - In A-1 Section 9 it states there should be a total of three bound copies of the Proposal but pages L-15 & 16 state four copies. How many copies should be submitted?

10 - A - Each offeror should submit one original and three copies for a total of four copies.

11 - Q - Is the twenty page limitation for Staff Qualifications sufficient?

11 - A - Yes.

12 - Q - Is the building next to the Electrical Shop currently in use?

12 - A - Yes. It is used for storage.

13 - Q - Does the elevator work?

13 - A - Yes.

14 - Q - Is smoking allowed in the dorms?

14 - A - No.

15 - Q - Since the facility is owned by the State of New York, what services are provided by them?

15 - A - The State of New York is responsible for all grounds maintenance beyond four feet of all buildings. This includes lawn mowing, snow removal, grease trap service and the water system. The center is responsible for routine maintenance.

16 - Q - Is the moisture damage in the dormitories the responsibility of the contractor or the state?

16 - A - This is addressed in the Facility Survey and is being worked on through center maintenance and VST.

17 - Q - What information is available to contractors on Center fixed prices such as utilities, law enforcement agreements and other fixed costs which might be available to contractors?

17 - A - The Energy Consumption Report is available for everyone today or upon request to our office. The local agreements are the responsibility of each contractor to develop and present in their proposals.

18 - Q - Since New York is identified as a high cost area is there information regarding salaries and other costs that can be shared with contractors?

18 - A - No. The offerors are to follow the guidelines as set forth on page L-20, Section H, Items 1 and 2 of the RFP.

19 - Q - Are there existing agreements with: local colleges, universities and medical providers that can be made available to contractors?

19 - A - No. The local agreements are the responsibility of each contractor to develop and present in their proposals.

20 - Q - Are there special programs Small Businesses can take advantage of in the State of New York, or in the Small Business Administration regarding special incentives for Small Businesses?

20 - A - No. There are no special programs in New York however the SBA can give assistance in filing for a small business loan if needed.

21 - Q - Will Small Businesses contractors be required to provide proof of financial capability, if so what will be required?

21 - A - Small Business Contractors will submit a self certification as part of their proposal. This certification may be challenged by the Contracting Officer or other offerors upon award.

22 - Q - Will established G&A rates be allowed without affecting the competitive process?

22 - A - No. G&A is an element of price and cost. All elements of price and cost will be considered as part of the competitive process.

23 - Q - Will Small Business contractors be allowed to have weekly vouchering, and is there a mechanism that allows for advance payments (consistent with FAR Regulations 32.403(g))?

23 - A - As stated in the RFP page G-5, Section G.1-E.1; **Invoices will not be submitted not more frequently than twice a month.**

24 - Q - Are there special community commitments that will carry over?

24 - A - There are none that we are aware of at this time.

25 - Q - The Head Start Program is a National Initiative Partnership, are there local agreements that can be shared with Small Business contractors?

25 - A - No. The local agreements are the responsibility of each contractor to develop and present in their proposals.

26 - Q - Are there arrangements with New York State Health and Social Services to refer SOLO Parents to the SOLO Parent Program?

26 - A - Yes.

27 - Q - Is there a Child Development Center focused on the development of infants, toddlers, and Pre-school age children?

27 - A - Yes.

28 - Q - Are there Vocational Skills Training(VST) projects committed in the community that will need to be carried over?

28 - A - It is too early in the Program Year to know for sure but the current VST Plan does have a time table for all projects.

29 - Q - Will you make a copy of the current VST plan available?

29 - A - Yes. Upon written request.

30 - Q - Is the most recent Facility Survey available for Small Business Contractors?

30 - A - Yes. We have a copy of it here today for your review and if there is a further need for copies, they will be furnished upon written request.